

*Celebrating National Small Business Week*



U.S. Small Business Administration

# **NOMINATIONS GUIDELINES**

'06



“**A**merica’s economy is the most prosperous in the world, and the small business sector is one of its great strengths. During Small Business Week, we honor small business owners and workers, and we reaffirm our commitment to keeping America the best place in the world to do business...As small business owners and employees add to the vitality of our economy, they also inspire others to realize the full promise of our Nation. I join all Americans in celebrating the entrepreneurial spirit and hard work of our small business owners and employees.”

**George W. Bush**

***President of the United States***



**Dear Friends of America's Small Business Community:**

For more than 40 years, National Small Business Week has recognized outstanding small business owners for their personal achievements and contributions to our nation's economy. Each year since 1963, our nation's President has issued a proclamation calling for the celebration of Small Business Week.

In 2006, that celebration will honor an estimated 25 million small businesses in America. Many of those entrepreneurs have achieved remarkable success. Their hard work, innovative ideas and dedication to their communities have made them exceptional examples of small business in action.

National Small Business Week gives us an opportunity to showcase and recognize some of the best and brightest of those successful entrepreneurs. Please help us to choose the most outstanding candidates for that honor. With your help, support and timely nomination of truly outstanding small business owners, we can make Small Business Week 2006 the best ever!

**Sincere Thanks,**

**Hector V. Barreto**

***SBA Administrator***

## Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week.

Leading up to that week, the U.S. Small Business Administration, in co-sponsorship with public- and private-sector small business supporters, will host special events to honor and present awards to the nation's entrepreneurs and small business champions at the SBA district, state and national levels.

The award winners from those local and state events in the following categories will be invited to Washington, D.C., for SBA Expo '06 — Celebrating National Small Business Week:

- Small Business Person of the Year (from each of the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam);
- Phoenix Awards (for disaster recovery);
- Small Business Champions (individuals or organizations dedicated to supporting small businesses);
- Small Business Prime Contractor of the Year; Small Business Subcontractor of the Year; Frances Perkins Vanguard Awards; Dwight D. Eisenhower Awards for Excellence; and Gold Star Awards (all for federal government contracting).

The National Small Business Person of the Year, Small Business Prime Contractor of the Year, and Small Business Subcontractor of the Year will be announced and honored at the Expo during National Small Business Week. They will be joined by government officials, corporate leaders and small businesses from around the country.

**In order to promote the mission of the Agency, the Administrator reserves the right, in his sole reasonable discretion, to remove a nominee from the selection process.**

## The Awards

### Small Business Person Awards

- State Small Business Person of the Year

The National Small Business Person of the Year is selected from the state winners.

### Phoenix Awards

- Small Business Disaster Recovery
- Outstanding Contributions to Disaster Recovery:
  - by a private-citizen volunteer
  - by a public official

The Phoenix Awards are presented only at the national level.

### Small Business Champion Awards

- Financial Services Champion of the Year
- Home-Based Business Champion of the Year
- Minority Small Business Champion of the Year
- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Small Business Journalist of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year
- Jeffrey Butland Family-Owned Business of the Year

### **Federal Procurement Awards**

### **Lender Awards**

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Award for Excellence
- Gold Star
- Frances Perkins Vanguard
- Small Business Lenders of the Year
- Lender of the Year
- Export Lender of the Year

## **To Nominate for Small Business Person and Small Business Champion Awards**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person awards and Small Business Champion awards. All nominees for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards.

**Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 17). All nominations except The Gold Star and Frances Perkins Vanguard Awards must be postmarked or hand delivered no later than November 4, 2005. Nominations for these two awards only must be postmarked or hand delivered no later than October 31, 2005.**

You may not nominate an individual for more than one award category. Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 1 1/2” binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
  - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
  - the award for which the nomination is being made;
  - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable; and
  - a one-paragraph description of the nominee’s business for Small Business Person of the Year, Small Business Exporter of the Year, and SBA Young Entrepreneur of the Year nominations, or the professional occupation for all Champion of the Year nominations.
2. A completed background form which will be made available through SBA field offices. For “team” nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.

4. A nomination letter, not exceeding two pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. A concise statement of the qualities and performance that merit the award, not exceeding two pages.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper (required only for Small Business Person of the Year, Exporter of the Year, Home-Based Business of the Year, the SBA Young Entrepreneur of the Year and the Jeffrey Butland Family-Owned Business of the Year).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed Consent for Disclosure of Information (SBA Form 2137), available at SBA offices.

## **Selection Procedures**

Small Business Persons of the Year and Small Business Champion Award winners will be selected at the state and national levels. In those states served by more than one SBA district office, additional awards may also be selected at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Strategic Alliances for review. The National Small Business Person of the Year will be selected by the SBA's Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week.

## **Key Deadlines**

November 4, 2005 National Small Business Week 2006 nominations must be received by SBA district offices.

December 9, 2005 SBA district winners are selected from multidistrict states; state winners are selected from single-district states.

January 11, 2006 A panel of judges selects state winners in multidistrict states.

February 7, 2006 State Small Business Persons of the Year are announced.

## **Eligibility and Evaluation Criteria**

Nominees must be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U.S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

# **Small Business Person Awards**

## **Small Business Person of the Year**

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated.

Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four.

### ***Evaluation Criteria:***

1. Staying power — a substantiated history as an established business; including:
  - Number of years in business.
  - Sustained expansion, addition of territories, growth in square footage occupied.
  - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
  - Sustained over a minimum of three years.
  - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
  - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
  - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
  - Balance sheets for the last three years, showing consistent increase in net worth and/or partners’ return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
  - Specific description of uniqueness of product or service.
  - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them, including:
  - Specific description of financial, physical, legal or other crisis.
  - Substantiation of the threat to the continuity of the business.
  - Defined actions taken by the nominee to resolve the crisis.

7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
  - Listing of specific contributions of money, time, or resources to charitable causes.
  - Membership in councils, boards and clubs providing support and services to the community.

## **Phoenix Awards**

Phoenix awards are given to those individuals whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster. The SBA disaster area offices will nominate Phoenix Award nominees. Winners will be selected by a panel of judges. The SBA Administrator will approve the recommended winners.

### **Phoenix Award for Small Business Disaster Recovery**

Any individual who owns and operates a small business that suffered physical damage following a disaster and received an SBA physical disaster loan may be nominated.

#### ***Evaluation Criteria:***

1. Recent disaster — The business suffered a physical disaster loss and received an SBA disaster loan during fiscal 2004 and/or fiscal 2005.
2. Extent of damage — The business suffered at least 40 percent physical damage.
3. Resiliency — The business successfully resumed its operations within the same geographic area.
4. Employment level — The business maintained at least 90 percent of its pre-disaster employment level.
5. Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.)
6. Speed of recovery.
7. Initiative and innovation displayed during recovery.
8. Efforts made by the business to protect the property from future disaster losses.

### **Phoenix Award for Outstanding Contributions to Disaster Recovery**

Phoenix awards may also be presented to a private-citizen volunteer and public official who have each made an outstanding contribution to a community's recovery following a natural disaster.

## **Small Business Champion Awards**

### **Financial Services Champion of the Year**

Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services may be nominated. Nominees may or may not be small business owners.

#### ***Evaluation Criteria:***

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

### **Home-Based Business Champion of the Year**

Individuals who have experienced the rewards and difficulties of home-based businesses and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be small business owners.

#### ***Evaluation Criteria:***

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

### **Minority Small Business Champion of the Year**

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

#### ***Evaluation Criteria:***

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.

4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

### **Small Business Exporter of the Year**

Any individual who owns and operates a small business engaged in exporting may be nominated.

#### ***Evaluation Criteria:***

1. Increased sales, profits and/or growth of employment because of exporting.  
(the nomination package must include profit-and-loss statements and balance sheets for the past three years).
2. Creative overseas marketing strategies.  
(the nomination package must include a description of the products exported and markets served)
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

### **SBA Young Entrepreneur of the Year**

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2006, may be nominated.

#### ***Evaluation Criteria:***

1. Evidence of success as measured by sales and profits.  
(the nomination package must include profit-and-loss statements and balance sheets for the past three years).
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

### **Small Business Journalist of the Year**

Journalists representing television, radio, electronic or print media may be nominated. Submitting sample articles or tapes as part of the nomination package is encouraged.

#### ***Evaluation Criteria:***

1. Concerted efforts to increase public understanding of the importance of small business contributions to the economy.

2. Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
3. Voluntary community service aimed at enhancing small business opportunity and growth.
4. Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.

### **Veteran Small Business Champion of the Year**

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

#### ***Evaluation Criteria:***

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness among veterans' groups of small business opportunities.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

### **Women in Business Champion of the Year**

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

#### ***Evaluation Criteria:***

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

## **Jeffrey Butland Family-Owned Business of the Year**

This award honors a family owned and operated business which has been passed on from one generation to another.

The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record. Nominations will be evaluated on the following criteria.

### ***Evaluation Criteria:***

1. Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

## **To Nominate for Federal Procurement Awards**

### **Small Business Prime Contractor and Small Business Subcontractor of the Year**

These awards honor small businesses that have provided the government and industry with outstanding goods and services either as prime contractors or as subcontractors. Only federal agencies may nominate a small business for Small Business Prime Contractor of the Year, and only large federal prime contractors may nominate a small business for Small Business Subcontractor of the Year. All small business nominees must be defined as "small" according to applicable SBA size standards.

Nominations must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director where the nominee is located (see list on page 20).

### **Selection Procedures**

Small Business Prime and Subcontractor of the Year award winners will be selected at the regional and national levels. The nomination packages will be sent to the Government Contracting Area Offices. The regional winners will be selected by a panel of judges at the Government Contracting Area Office representing that area. The nomination packages of the regional winners are then prepared for transmittal to the SBA's Office of Government Contracting for review. The National Prime Contractor and the National Subcontractor of the Year will be selected by the SBA's Office of Government Contracting based on the recommendations of a panel of judges. The SBA Administrator will approve the recommended winners. The winners will be announced during National Small Business Week.

### ***Evaluation Criteria:***

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength
10. Exceptional results

SBA Form 1375 must be used for each Federal Prime Contractor of the Year Award nomination submitted, and SBA Form 883 must be used for each Federal Subcontractor of the Year Award nomination submitted. These forms can be accessed on the Internet at <http://www.sba.gov/library/forms.html> by clicking on "Contracting & Surety Bonding Forms". Firms which have received these awards within the past three years are not eligible.

### **Dwight D. Eisenhower Award for Excellence**

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One winner may be selected in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Dwight D. Eisenhower Awards for Excellence are based on self-nominations. Nominations should be submitted to the SBA Government Contracting Area Office. Nomination submission deadline is December 16, 2005.

### **Selection Procedures**

Following the determination of the eligible nominations by the Government Contracting Area Offices, the nomination packages will be forwarded to the Office of Government Contracting at SBA Headquarters. A panel of judges will recommend winners. The SBA Administrator will approve the recommended winners.

The nomination package must include a five-year trend analysis table, a Summary Subcontract Report for each federal agency that the nominee had contracts with in FY 2005, and a detailed narrative summarizing the company's subcontracting program and addressing the evaluation criteria listed below.

### ***Evaluation Criteria:***

1. Summary Subcontract Report(s) for fiscal year ending September 30, 2005 must reflect maximum practicable opportunity for small business, veteran-owned small business, service disabled veteran owned small business, HUBZone small business, small disadvantaged business and women-owned small business as required by statute and regulations.
2. Demonstrated management support of the small business program.
3. Effectiveness of the small business liaison officer.
4. Outreach efforts during the past 12 months (i.e. seminars, conferences, trade shows and any other related procurement functions).
5. Assistance to small businesses during the past two years and related success stories. (In the narrative submitted with the nomination, include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business (if applicable), veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, and women-owned small business.)
6. Participation in a mentor-protégé program.
7. Recipient of other awards for small business activities (i.e. federal, state, trade shows, etc.) during the past three years.
8. Use of CCR's Dynamic Small Business Search Engine and SUB-Net.
9. Participation in SBA Subcontractor of the Year Award Program in fiscal years 2003, 2004 and 2005.  
(If the company has not yet submitted a nomination, it must indicate if it intends to do so).
10. Federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2005.

Those companies that have received the Award of Distinction will receive additional consideration.

Firms which have received this award within the past three years are not eligible.

For more information, contact the nearest Government Contracting Area Office (see list on page 20).

### **Gold Star Award**

This award recognizes the exemplary performance of federal personnel within a federal government agency's Office of Small and Disadvantaged Business Utilization who carry out the aggressive goals and strategic initiatives that help ensure a role for small business in the federal marketplace. Gold Star Awards are based on nominations and self-nominations.

## **Selection Procedures**

This is a self-nomination award proposed by a federal department or agency. Following the determination of the eligible nominations by a panel of judges, the panel will review the packages and recommend winners. The SBA Administrator will approve the recommended winners.

### ***Evaluation Criteria:***

The federal department or agency has had progressive goals in the prime contract goaling category of "small business" for a minimum of three years and at least three years of progressive goals in another prime or subcontract goaling category.

Agencies will be required to not only furnish the 3-year goals sheet, they are also required to furnish the department or agency outreach and marketing initiatives that have supported the increased goal achievement.

The Office of Government Contracting and Business Development will select the winner(s) based on data provided by the Federal Procurement Data System – next generation.

Federal agencies which have received this award within the past three years are not eligible.

Submissions must be forwarded to the Office of Government Contracting and Business Development, Attention: Gold Star Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416 by December 16, 2005.

## **Frances Perkins Vanguard Award**

This award honors government and industry for their excellence in the use of women-owned small businesses as prime contractors and subcontractors.

Awards will recognize the following:

Exemplary utilization of women-owned small businesses by:

- federal buying activity
- federal procurement official
- industry buying activity
- industry procurement official

Self-nominations must include a narrative summarizing efforts to utilize women-owned small businesses in subcontracting programs. For industry, the nomination must also include a 3-year trend analysis table and a Summary Subcontract Report for FY 2005. Industry nominees must also have achieved the 5 percent statutory Women Owned Small Business subcontracting goal for the last two fiscal years and must do business with a federal agency that negotiates goals with SBA. Extra evaluation credit will go to nominees demonstrating improvement in the percentage of prime contract awards or subcontract awards to women-owned small businesses from the previous year's achievements. In addition, Industry Buying Activities can receive extra credit for being a current Award of Distinction holder.

## **Selection Procedures**

Following the determination of the eligible nominations a panel of judges will review the nomination packages and recommend winners. The SBA Administrator will approve the recommended winners.

### ***Evaluation Criteria:***

1. Leadership — includes, but is not limited to, such factors as: written policy supporting women-owned small businesses; reference to women-owned small businesses in standard operating procedures; designation of a senior executive responsible for implementing women-owned small business initiatives and formal recognition of procurement personnel who utilize women-owned small businesses.
2. Advocacy — includes, but is not limited to, such factors as: outreach efforts including newsletters; business assistance and training seminars for women business owners; facilitating trade show/marketplace presentations.
3. Innovation — includes, but is not limited to, such factors as: using new technologies; new methodologies; new processes and challenging the conventional procedures, resulting in an increase in women-owned small business' participation.
4. Implementation — includes, but is not limited to, such factors as: development and administration of an agency plan to ensure maximum practicable opportunities for women-owned small businesses as prime contractors and subcontractors; requiring prime contractors to establish aggressive subcontracting plans.

Submissions must be forwarded to the Office of Government Contracting and Business Development, Attention: Frances Perkins Vanguard Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416 by October 31, 2005. Firms or federal agencies which have received this award within the past three years are not eligible.

## **Small Business Lenders of the Year**

Awards are presented to those lenders that have used the SBA loan programs to help the maximum number of small business owners to obtain the financing that they need to grow their businesses. These lenders demonstrate their creativity by using the SBA loan programs to assist those businesses that are not able to obtain conventional financing on reasonable terms. The awards include the following:

### **Lenders of the Year Award**

This award recognizes a 7(a) Loan Lender and a 504 Loan Lender. The award for each category is based on the highest number of loan approvals for the previous fiscal year as well as having demonstrated a steadfast commitment to supporting the growth and expansion of small businesses across the country even beyond the scope of SBA loans.

## **Export Lender of the Year Award**

This award recognizes two lenders, including nonbank lenders, which have made the most SBA-guaranteed international trade loans the previous fiscal year as well as having demonstrated a steadfast commitment to supporting the growth and expansion of small businesses across the country even beyond the scope of SBA loans. The focus includes Export Express, Export Working Capital, and International Trade loans.

### **Selection Procedures**

A panel of judges will review the nomination packages and recommend winners to the SBA Administrator who will approve the recommended winners.

## **SBA Hall of Fame Award**

This award recognizes businesses that started as small businesses which received SBA assistance in the past, and through hard work and an unwavering commitment to excellence, have achieved outstanding success.

### **Selection Procedures**

A panel of judges will review the nomination packages and recommend winners to the SBA Administrator who will approve the recommended winners.

### ***Evaluation Criteria:***

1. Exhibits exemplary leadership in the business community.
2. Demonstrates outstanding innovation.
3. Demonstrates sustained growth thereby creating jobs and opportunities for others in their community.
4. Has overcome significant challenges and hardships to achieve success.
5. Demonstrates outstanding dedication to their community.

## **Special Award**

The SBA Administrator, based on the recommendations of a panel of judges, may confer on an individual, or a for-profit or not-for-profit entity, a “special award” based on either of the following criteria:

1. Outstanding contributions to and/or advocacy in support of small businesses in America;
2. Provides or has provided unique contributions to the mission of the Agency.

## For More Information

SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam.

For the office nearest you, look under “U.S. Government” in your telephone directory, or contact:

- Home page: [www.sba.gov](http://www.sba.gov).
- Fax: 202-481-6190
- Phone: 1-800-U ASK SBA
- E-mail: [answerdesk@sba.gov](mailto:answerdesk@sba.gov)
- TDD: 704-344-6640

## SBA Regional Offices

### Region I

10 Causeway St.  
Suite 812  
Boston, MA 02222  
Tel: 617-565-8415

### Region II

26 Federal Plaza  
Room 3108  
New York, NY 10278  
Tel: 212-264-1450

### Region III

Robert N.C. Nix Federal Bldg.  
900 Market St.  
5th Floor  
Philadelphia, PA 19107  
Tel: 215-580-2807

### Region IV

233 Peachtree St., N.E.  
Suite 1800  
Atlanta, GA 30303  
Tel: 404-331-4999

### Region V

500 West Madison St.  
Suite 1250  
Chicago, IL 60661  
Tel: 312-353-4493

### Region VI

4300 Amon Carter Blvd.  
Suite 108  
Fort Worth, TX 76155  
Tel: 817-684-5581

### Region VII

323 West 8th St.  
Suite 307  
Kansas City, MO 64105  
Tel: 816-374-6380

### Region VIII

721 19th St.  
Suite 400  
Denver, CO 80202  
Tel: 303-844-0503

### Region IX

330 N. Brand Blvd.  
S-1200  
Glendale, CA 91203  
Tel: 818-552-3436

### Region X

Park Place Building  
1200 6th Ave.,  
Seattle, WA 98101  
Tel: 206-553-0291

## SBA District Offices

### Alabama

801 Tom Martin Dr.  
Suite 201  
Birmingham, AL 35211  
Tel: 205-290-7101

### Alaska

510 L Street  
Suite 310  
Anchorage, AK 99501  
Tel: 907-271-4022

### Arizona

2828 North Central Ave.  
Suite 800  
Phoenix, AZ 85004  
Tel: 602-745-7200

### Arkansas

2120 Riverfront Dr.  
Suite 10  
Little Rock, AR 72202  
Tel: 501-324-5871

### California

2719 N. Air Fresno Dr.  
Suite 200  
Fresno, CA 93727  
Tel: 559-487-5791

330 North Brand Blvd.  
Suite 1200  
Glendale, CA 91203  
Tel: 818-552-3201

**California, continued**

650 Capital Mall  
Suite 7-500  
Sacramento, CA 95814  
Tel: 916-930-3700

550 West C St.  
Suite 550  
San Diego, CA 92101  
Tel: 619-557-7250

455 Market St.  
Sixth Floor  
San Francisco, CA 94105  
Tel: 415-744-6801

200 West Santa Ana Blvd.  
Suite 700  
Santa Ana, CA 92701  
Tel: 714-550-7420

**Colorado**

721 19th St.  
Suite 426  
Denver, CO 80202  
Tel: 303-844-6500

**Connecticut**

330 Main St.  
2nd Floor  
Hartford, CT 06106  
Tel: 860-240-4700 x241

**Delaware**

1007 North Orange St.  
Suite 1120  
Wilmington, DE 19801  
Tel: 302-573-6294 x225

**District of Columbia**

740 15th Street, N.W.  
Washington, DC 20005  
Tel: 202-606-4000

**Florida**

100 South Biscayne Blvd.  
7th Floor  
Miami, FL 33131  
Tel: 305-536-5521 x118

7825 Baymeadows Way  
Suite 100-B  
Jacksonville, FL 32256  
Tel: 904-443-1900

**Georgia**

233 Peachtree Road, N.E.  
Suite 1800  
Atlanta, GA 30303  
Tel: 404-331-0100 x212

**Guam**

400 Route 8  
Suite 302  
Hagatna, GU 96910-2003  
Tel: 671-472-7419

**Hawaii**

300 Ala Moana Blvd.  
Room 2-235  
Honolulu, HI 96850  
Tel: 808-541-2990

**Idaho**

380 Parkcenter Blvd.  
Suite 330  
Boise, ID 83706  
Tel: 208-334-9004

**Illinois**

500 West Madison St.  
Chicago, IL 60661  
Tel: 312-353-4508

**Indiana**

429 N. Pennsylvania St.  
Suite 100  
Indianapolis, IN 46204  
Tel: 317-226-7275

**Iowa**

2750 1st Ave., N.E.  
Suite 350  
Cedar Rapids, IA 52402  
Tel: 319-362-6405

210 Walnut St.  
Room 749  
Des Moines, IA 50309  
Tel: 515-284-4026

**Kansas**

271 West Third St. North  
Suite 2500  
Wichita, KS 67202-1212  
Tel: 316-269-6566

**Kentucky**

600 Dr. M.L. King Jr. Place  
Downtown Station  
Room 188  
Louisville, KY 40202  
Tel: 502-582-5978

**Louisiana**

365 Canal St.  
Suite 2820  
New Orleans, LA 70130  
Tel: 504-589-6685

**Maine**

68 Sewall St.  
Room 512  
Augusta, ME 04330  
Tel: 207-622-8274 x386

**Maryland**

10 South Howard St.  
Suite 6220  
Baltimore, MD 21201  
Tel: 410-962-4392

**Massachusetts**

10 Causeway St.  
Suite 265  
Boston, MA 02222  
Tel: 617-565-5561

**Michigan**

477 Michigan Ave.  
Suite 515  
Detroit, MI 48226  
Tel: 313-226-7240

**Minnesota**

100 North 6th St.  
Suite 210-C  
Minneapolis, MN 55403  
Tel: 612-370-2306

**Mississippi**

AmSouth Plaza  
210 East Capital St.  
Suite 210E  
Jackson, MS 39201  
Tel: 601-965-4378 x250

**Missouri**

323 West 8th Ave.  
Suite 307  
Kansas City, MO 64105  
Tel: 816-374-6708

200 North Broadway  
Suite 1500  
St. Louis, MO 63102  
Tel: 314-539-6600

**Montana**

10 West 15th St.  
Suite 1100  
Helena, MT 59626  
Tel: 406-441-1081

**Nebraska**

11145 Mill Valley Road  
Omaha, NE 68154  
Tel: 402-221-4691

**Nevada**

400 South Fourth St.,  
Suite 250  
Las Vegas, NV 89101  
Tel: 702-388-6611

**New Hampshire**

55 Pleasant St.  
Suite 3101  
Concord, NH 03301  
Tel: 603-225-1400

**New Jersey**

2 Gateway Center  
15th Floor  
Newark, NJ 07102  
Tel: 973-645-3680

**New Mexico**

625 Silver Ave., S.W.  
Suite 320  
Albuquerque, NM 87102  
Tel: 505-346-7909

**New York**

111 West Huron St.  
Room 1311  
Buffalo, NY 14202  
Tel: 716-551-4305

26 Federal Plaza  
Room 3100  
New York, NY 10278  
Tel: 212-264-1318

401 S. Salina St.  
5th floor  
Syracuse, NY 13202  
Tel: 315-471-9393

**North Carolina**

6302 Fairview Rd.  
Suite 300  
Charlotte, NC 28210-2227  
Tel: 704-344-6563 x1104

**North Dakota**

657 2nd Ave., North  
Room 219  
Fargo, ND 58108  
Tel: 701-239-5434

**Ohio**

1350 Euclid St.  
Suite 211  
Cleveland, OH 44115  
Tel: 216-522-4180

2 Nationwide Plaza  
Suite 1400  
Columbus, OH 43215  
Tel: 614-469-6860

**Oklahoma**

301 N. Sixth Street  
Suite 116  
Oklahoma City, OK 73102  
Tel: 405-609-8000

**Oregon**

601 S.W. Second Ave.  
Suite 950  
Portland, OR 97204-3154  
Tel: 503-326-2682

**Pennsylvania**

Robert N. C. Nix  
Federal Bldg.  
900 Market St.  
5th floor  
Philadelphia, PA 19107  
Tel: 215-580-2700

411 Seventh Ave.  
Room 1450  
Pittsburgh, PA 15219-1905  
Tel: 412-395-6560

**Puerto Rico**

252 Ponce De Leon Ave.  
Hato Rey, PR 00918  
Tel: 787-766-5002

**Rhode Island**

380 Westminster Mall  
5th Floor  
Providence, RI 02903  
Tel: 401-528-4561

**South Carolina**

1835 Assembly St.  
Room 358  
Columbia, SC 29201  
Tel: 803-765-5377

**South Dakota**

2329 North Career Avenue  
Suite 105  
Sioux Falls, SD 57107  
Tel: 605-330-4243 x31

**Tennessee**

50 Vantage Way  
Suite 201  
Nashville, TN 37228  
Tel: 615-736-5850

**Texas**

10737 Gateway West  
Suite 320  
El Paso, TX 79935  
Tel: 915-633-7001

4300 Amon Carter Blvd.  
Suite 114  
Fort Worth, TX 76155  
Tel: 817-684-5500

222 East Van Buren St.  
Room 500  
Harlingen, TX 78550  
Tel: 956-427-8533

8701 S. Gessner Dr.  
Suite 1200  
Houston, TX 77074  
Tel: 713-773-6500

**George Manon Fed. Bldg.**

1205 Texas Ave.  
Room 408  
Lubbock, TX 79401  
Tel: 806-472-7462 x103

17319 San Pedro  
Building 2, Suite 200  
San Antonio, TX 78232  
Tel: 210-403-5904

**Utah**

125 South State St.  
Room 2237  
Salt Lake City, UT 84138  
Tel: 801-524-3200

**Vermont**

87 State St.  
Suite 205  
Montpelier, VT 05602  
Tel: 802-828-4422

**Virginia**

Federal Building  
400 North 8th St.  
11th Floor  
Richmond, VA 23240  
Tel: 804-771-2400 x140

**Washington**

Park Place Building  
1200 6th Ave.  
Suite 1700  
Seattle, WA 98101  
Tel: 206-553-7310

801 W. Riverside Ave.  
Suite 200  
Spokane, WA 99201  
Tel: 509-353-2810

**West Virginia**

320 West Pike St.  
Suite 330  
Clarksburg, WV 26301  
Tel: 304-623-5631

**Wisconsin**

310 W. Wisconsin Ave.  
Suite 400  
Milwaukee, WI 53203  
Tel: 414-297-3941

**Wyoming**

100 East B St.  
Room 4001  
Casper, WY 82602-5013  
Tel: 307-261-6501

## Office of Government Contracting

### Area I

**(ME, NH, VT, MA, RI, CT, NY, NJ, PR & VI)**

U.S. Small Business Administration  
Office of Government Contracting  
10 Causeway Street, Room 265  
Boston, MA 02222-1093  
Tel: 617-565-5622 Fax: 617-565-5598

### Area II (PA, DE, MD, VA, DC, WVA)

U.S. Small Business Administration  
Office of Government Contracting  
Robert NC Nix Sr., Federal Building  
900 Market Street, 5th Floor  
Philadelphia, PA 19107  
Tel: 215-580-2767 Fax: 215-580-2776

### Area III (KY, NC, TN, SC, GA, AL, MS, FL)

U.S. Small Business Administration  
Office of Government Contracting  
233 Peachtree Street, N.E.  
Suite 1805  
Atlanta, GA 30303-1500  
Tel: 404-331-7587 Fax: 404-331-2956

### Area IV

**(MI, OH, IN, IL, WI, MN, IA, MO, KS, NB, SD, ND)**

U.S. Small Business Administration  
Office of Government Contracting  
500 Madison Street, Suite 1250  
Chicago, IL 60661-2511  
Tel: 312-353-4506 Fax: 202-481-4162

### Area V (CO, NM, OK, AR, LA, TX)

U.S. Small Business Administration  
Office of Government Contracting  
4300 Amon Carter Blvd., Suite 116  
Ft. Worth, TX 76155-2653  
Tel: 817-684-5302 Fax: 817-684-5310

### Area VI (MT, WY, ID, WA, OR, UT, NV, AZ, CA, AK, HI)

U.S. Small Business Administration  
Office of Government Contracting  
455 Market Street, 6th Floor  
San Francisco, CA 94105-2420  
Tel: 415-744-6843 Fax: 415-744-0314

## SBA Disaster Area Offices

### U.S. Small Business Administration Buffalo Disaster Customer Service Center

(CT, DC, DE, ME, MD, MA, NH, NJ, NY, PA, PR, RI, VT, VI, VA, WV)  
130 South Elmwood Avenue  
Buffalo, NY 14202  
1-800-659-2955

### U.S. Small Business Administration Disaster Area 2 Office

(AL, FL, GA, IL, IN, KY, MI, MN, MS, NC, OH, SC, TN, WI)  
One Baltimore Place  
Suite 300  
Atlanta, GA 30308  
1-800-359-2227

### U.S. Small Business Administration Disaster Area 3 Office

(AR, CO, IA, KS, LA, MO, MT, NE, NM, ND, OK, SD, TX, UT, WY)  
14925 Kingsport Road  
Ft. Worth, TX 76155-22431-800-366-6303

### U.S. Small Business Administration Disaster Area 4 Office

(AK, American Samoa, AZ, CA, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, GU, HI, ID, NV, OR, Republic of the Marshall Islands and WA)  
P.O. Box 419004  
Sacramento, CA 95841-9004  
1-800-488-5323

*Note: Effective October 1, 2005 the following changes will take place:*

### U.S. Small Business Administration

Disaster Assistance Customer Service Center  
130 S. Elmwood Avenue  
Buffalo, NY 14202-2463  
1-716-843-4100 (Fax 1-716-843-4290)  
Customer Service Line: 1-800-659-2955

### U.S. Small Business Administration

Disaster Field Operations Center East (CT, DC, DE, ME, MD, MA, NH, NJ, NY, PA, PR, RI, VT, VI, VA, WV, AL, FL, GA, IL, IN, KY, MI, MN, MS, NC, OH, SC, TN, WI)  
One Baltimore Place, Suite 300  
Atlanta, GA 30308  
1-800-359-2227

### U.S. Small Business Administration

Fort Worth Loan Processing & Disbursement Center  
14925 Kingsport Road  
Ft. Worth, TX 76155-2243  
1-800-366-6303

### U.S. Small Business Administration

Disaster Field Operations Center West (AR, CO, IA, KS, LA, MO, MT, NE, NM, ND, OK, SD, TX, UT, WY, AK, American Samoa, AZ, CA, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, GU, HI, ID, NV, OR, Republic of the Marshall Islands and WA)  
P.O. Box 419004  
Sacramento, CA 95841-9004

## **Did you know that America's 25 million small businesses—**

- employ half of the private work force?
- generate more than 50 percent of the nonfarm private gross domestic product?
- generate 60 to 80 percent of the net new jobs?